



United Way of the Battle Creek and Kalamazoo Region Job Posting

The United Way of the Battle Creek and Kalamazoo Region has the following position available:

Community Impact Associate

FLSA Status: Full Time Exempt

This position will be based in: **Kalamazoo**

Applicants should send their resumes to: **Matt Lynn**

Reports to: Director of Community Impact

Position Summary:

The United Way of the Battle Creek and Kalamazoo Region (UWBCKR) is looking for a self-motivated team player to help define and implement UWBCKR's community impact strategies in the areas of Education, Income, Health and Community Supports. The Community Impact Associate is a professional-level position assisting with successful strategic initiatives for positive change, providing support to Community Impact Team members and partnering with UWBCKR's grant-funded organizations and initiatives. This position also directly supports on-going elements of (but not limited to) UWBCKR's regional Community Impact work, including the following responsibilities:

- Staff support, technical assistance and monitoring of grant funded organizations for program compliance
- Review of grant proposals and program reports on alignment, performance, outcomes and financials
- Writing and editing grant requests & proposals
- Reports for review by internal volunteer leadership teams & committees
- Materials for Community Impact Team and UWBCKR staff meetings
- Representing UWBCKR at community meetings and functions
- Researching community issues and data trends
- Additional support activities as needed
- Engage with community residents and leaders to build partnerships and promote shared community vision.

Requirements:

- Associate's degree required; Bachelor's degree preferred. At least 2-5 years of related experience strongly preferred, ideally in Health & Human Services, Business, Finance, Public Administration, Government or Education. Previous experience in, or strong knowledge of, Nonprofit & Public Sectors a plus.
- Strategic thinker, skilled planner, collaborative problem solver, outcomes focused.
- Strong attention to detail.
- Ability to work with a diverse range of community organizations and populations.
- Public speaking skills and creative energy.
- Competency with MS Word, MS Excel, MS Outlook and common Internet tools required; additional computer experience a plus.
- Bilingual applicants are encouraged to apply.

Apply:

<https://www.smartrecruiters.com/UnitedWayOfTheBattleCreekAndKala/73090984-community-impact-associate>